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1. What is the purpose of an application letter? What action does the writer desire? What do the letters AIDA stand for?

To introduce you to the potential employer and gives you a chance to “sell” your qualifications. The writer wants to give a good impression. Attention Interest Desire Action.

1. What size of paper should you use for an application letter or a thank-you letter?

Standard size (8 ½ x 11-inch) paper of good quality.

1. List and describe briefly the five basic parts of an application letter.
   1. The Return Address – Your complete mailing address and the date.
   2. The Letter Address – The mailing address to whom you are writing.
   3. The Salutation – A greeting that begins your letter
   4. The Body – The message section of the letter.
   5. The Complimentary Close – a courteous phrase to end the letter.
2. When would you use the simplified letter format for an application letter?

When you have less information about yourself.

1. What is a resume? Describe the parts you will include in your own resume?

A personal datasheet, biographical summary, professional profile, or vita. You include your career objective, education, experience, and references.

1. Why should you list extracurricular activities on you resume?

They tell the employer that you are a well rounded person and that you posess different abilities and interests.

1. Which kinds of people should you use as references on your resume?

People who are over 18, have known you for at least a year, can provide information about your skills, and are not related to you.

1. What should you do to make your resume scannable? What should you avoid?

Use a simple standard font, type size 11 or 12 for the body, and make headings no larger than 14 point bold or caps. You should avoid fancy fonts, italics, underlines, condensed type, shading, shadows, and white type on a black background, multiple columns, and horizontal or vertical lines, boxes and graphics.

1. List four guidelines for filling out an employment application.
   * 1. Print neatly using a dark pen.
     2. Fill in all blanks or write N/A or put a line through it.
     3. Be truthful
     4. Have all info like phone number.
     5. PROOFREAD
2. What information should you include in the second paragraph of a thank-you letter.

Remind them of your desire to work for the company.